

TABLE OF CONTENTS

INTRODUCTION

Chapter 1. FLOTILLA ADMINISTRATION

- A. The Challenge---Volunteer flotilla leadership challenges and member responsibility.
- B. The People---Flotilla leaders-Flotilla staff-Committees.
- C. The Tasks---Chronological tasks to be completed by FC & Staff.
Development of programs.
- D. Finances---Sources and responsibility for funds.
- E. Standing Rules---Importance of Standing Rules.
- F. Flotilla Membership---Emphasizes the importance of member recruitment, training and growth.
- G. Flotilla Meetings---Guidelines for Flotilla meeting.
- H. Pitfalls---Those things which cause flotillas to falter or to fail.
- I. The Course to Steer---General outline of those procedures used by successful flotillas.
- J. The Division---Brief discussion of the flotilla/division relationship.
- Appendix 1A Standing Rules
- Appendix 1B Rules of Order
- Appendix 1C Flotilla Budget
- Appendix 1D Recruiting and Retention

Chapter 2. ADMINISTRATION PRINCIPLES

- A. Leadership---Flotilla inter-relationships, authority and goal oriented planning.
- B. Organizational Elements---Duties of FC and staff.
- C. Leadership, Success, and Motivation---Attitude vs. Motivation---Keys to motivation.

Chapter 3. COURTESY, PROTOCOL, AND CEREMONIES

- A. Courtesy and Protocol
- B. Saluting
- C. Flag Etiquette
- D. Boarding and Leaving A Military Vessel
- E. Wardroom Etiquette
- F. Invitations
- G. Receiving Lines and Receptions
- H. Formal Functions
- I. Introductions
- J. Seating Arrangements
- K. Speaking Order for Guests

L. Flotilla Chartering Ceremony

Chapter 4. THE AUXILIARY'S TECHNOLOGY WORLD

- A. The Auxiliary and the Internet.**
- B. What is available to the Flotilla?**
- C. What is the future for Electronic Communications?**

Chapter 5. THE FLOTILLA STAFF

- A. Introduction---Copy-ready letters of appointment.**
- B. Complete Staff Officer Duties---Copy-ready duties for each FSO with references which apply to each function.**

Chapter 6. FLOTILLA CORRESPONDENCE

- A. Introduction---Hints for successful writing.**
- B. Formats---Three sample formats to assist Flotilla correspondence needs.**

- Enclosure (1) Material Evaluation Sheet**
- Enclosure (2) Forms Information Reference Sheet**

INTRODUCTION

As “volunteers,” Auxiliary members are tasked to comply with policies established by the Commandant of the U. S. Coast Guard embodied in the new member’s pledge: “I solemnly and sincerely pledge myself to support the United States Coast Guard Auxiliary and its purposes, and abide by the governing policies, established by the Commandant of the United States Coast Guard.”

Implementing this pledge realistically sometimes causes some thoughtful reflection for answers. Some questions may open with: “How do I...” or “What do I do....” This manual will assist in finding some needed answers. The document is thus dynamic and changing. The Commandant establishes policy and directs policy changes, Auxiliary procedures implement that policy and those changes, and adopted suggestions made by “YOU” trigger changes to this publication. As the National Commodore has stated: “In Team Coast Guard, ‘WE is YOU’ and ‘YOU is US.’” This Flotilla Procedures Manual should not parallel or reprint information found in other printed sources, such as the Auxiliary Manual, but serves to guide you toward sources of information which provide answers, clarify existing information, and/or add information not found elsewhere.

The reader should become aware of the wealth of information available via electronic media, e.g., Coast Guard and Auxiliary Internet sites. If you cannot tap these sources, there is probably someone in a Flotilla who can serve as the Flotilla Web Monitor. Web sites are also great places to ask questions, to share information, and to get answers. The Internet is the future for instant communications for Team Coast Guard and other government agencies. All Auxiliarists are encouraged to take advantage of the electronic media to the maximum extent possible and within their means.